

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Phoenix Indian Medical Center
Office of Human Resources
1616 E. Indian School Rd, Suite 360
Phoenix, AZ 85016

Selective Placement Factor

Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

ANNOUNCEMENT NUMBER:	OPENING DATE:	CLOSING DATE:
PM-06-002-OCA	01/01/2006	12/31/2006

POSITION TITLE/SERIES/GRADE:

*Nurse, Medical, GS-610-5	*Nurse, Surgical, GS-610-5
*Nurse, Medical, GS-610-7	*Nurse, Surgical, GS-610-7
*Clinical Nurse, Medical Unit, GS-610-9	*Clinical Nurse, Surgical Unit, GS-610-9
*Clinical Nurse, Intensive Care Unit	Clinical Nurse, Pediatric Unit, GS-610-9
*Nurse Specialist, Intensive Care Unit, GS-610-9	*Clinical Nurse, Emergency Dept., GS-610-9
*Clinical Nurse, OB Unit, GS-610-10	*Nurse Specialist, OB Unit, GS-610-9
Nurse, Float Pool, GS-610-10	*Nurse Specialist, OB Unit, GS-610-10
Nurse Anesthetist GS-610-9/11/12/13	*Nurse Specialist Operating Room, GS-610-10
Nurse Midwife, GS-610-11/12	*Clinical Nurse Operating Room, GS-610-9

**Denotes Positions Offering Recruitment Bonuses*

STARTING SALARY: The Phoenix Indian Medical Center may offer a Recruitment Bonus of 10% for Dayshift and 15% for Nightshift for selected nursing position as shown above.

GS-610-05 - \$42,835 - \$49,555 PER ANNUM - *Special Rates authorized under 5 USC 5303
GS-610-07 - \$46,809 - \$56,169 PER ANNUM - *Special Rates authorized under 5 USC 5303
GS-610-09 - \$50,905 - \$62,362 PER ANNUM - *Special Rates authorized under 5 USC 5303
GS-610-10 - \$53,248 - \$65,857 PER ANNUM - *Special Rates authorized under 5 USC 5303
GS-610-11 - \$61,589 - \$75,449 PER ANNUM - *Special Rates authorized under 5 USC 5303
GS-610-12 - \$71,965 - \$88,570 PER ANNUM - *Special Rates authorized under 5 USC 5303
GS-610-13 - \$78,996 - \$98,742 PER ANNUM - *Special Rates authorized under 5 USC 5303

PROMOTION POTENTIAL: To the GS-9 Level for Clinical Nurses, to the GS-10 Level for Nurse Specialist, to the GS-12 Level for Midwives, and to the GS-13 Level for Nurse Anesthetist

SUPERVISORY/MANAGERIAL: No

RELOCATION EXPENSES: May be authorized

NUMBER OF VACANCIES: As Vacancies Occur

APPOINTMENT/WORK SCHEDULE: Permanent Full-time and Permanent Part-time

AREA OF CONSIDERATION: Department of Health and Human Services

DUTY LOCATIONS: PHOENIX INDIAN MEDICAL CENTER

JOB DESCRIPTIONS:

Clinical Nurse, Intensive Care Unit, GS-610-9/Nurse Specialist, Intensive Care Unit, GS-610-10: Complex bedside nursing care is provided, focusing on the patient as a whole, with an understanding of the

bio/psycho/social/age specific nursing principles involved. Care is given to patients with life threatening illnesses or with illnesses that have a high potential to be life threatening. Incumbent manages complex patient care situations involving multiple IV lines, hemodynamic monitoring equipment, abdominal drains, and ventilator equipment.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.

Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.

Work experience manages complex patient care situations involving multiple IV lines, hemodynamic monitoring equipment, abdominal drains, and ventilator equipment.

Clinical Nurse, OB Unit, GS-610-9/Nurse Specialist, OB Unit, GS-610-10: The incumbent is required to plan obstetrical care that promotes wellness and the practices of preventive health care. Complex nursing care is also provided focusing on the patient as a whole, with an understanding of the bio-physical, psychosocial, and age specific nursing principles involved. Care is provided to patients with high-risk obstetric problems that may have a potential to become life threatening. Incumbent manages complex patient care situations involving multiple IV lines, monitoring equipment, and oxygen therapy.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.

Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.

Work experience operating specialized medical equipment such as defibrillator, EKG machine, monitoring devices, incubators, suction pumps, etc.

Clinical Nurse, Outpatient Department, GS-610-9: Develops and/or participates in patient care planning which involves the assessment and evaluation of patient needs: a determination of the nursing procedures and practices to be included, and periodic evaluation of plans to insure that intended results are being achieved. Interviews patients and family members and consults with attending physicians other staff member to determine and evaluate the kind of health and physical care needed. Reviews and interprets findings to distinguish between normal and abnormal conditions during patient screening/triage. Carries out treatments, emergency or other procedures as required; administers medications; observes and documents patient condition, change and reaction to medication(s) and medical treatment. Maintain health records by documenting observations, nursing interventions and therapeutic measures administered. Provides counseling and teaching to patients and families, or surrogates, on preventive, curative and rehabilitative measure involved in health care.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.

Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.

Work experience managing patient care in varying medical situations.

Clinical Nurse, Surgical Unit, GS-610-9: The incumbent serves as Clinical Nurse performing professional nursing duties in the care of surgical patients. Incumbent provides nursing care to patients with a variety of conditions which requires the full range of professional nursing proficiency from admission through discharge planning and includes assessing the needs of patients, administering medications, operating special equipment and responding appropriately to emergency situations.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.

Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.

Work experience managing patient care in varying medical situations under a surgical unit.

Clinical Nurse, Medical Unit, GS-610-9: Incumbent serves as Clinical Nurse performing professional nursing duties in the care of medical patients. Incumbent provides nursing care to patients with a variety of conditions which requires the full range of professional nursing proficiency from admission through discharge planning and includes assessing the needs of patients, administering medications, operating special equipment, and responding appropriately to emergency situations.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.

Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.
Work experience managing patient care in varying medical situations under a medical unit.

Clinical Nurse, Pediatric Dept. GS-610-9: Incumbent provides nursing care that requires the full range of professional nursing duties in the care of pediatric patients. Incumbent provides nursing care to patients with a variety of conditions which requires the full range of professional nursing proficiency from admission through discharge planning and includes assessing the needs of patients, administering medications, operating special equipment, and responding appropriately to emergency situations.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.
Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.
Work experience providing medical care of newborn, child and adolescent patients.

Clinical Nurse, Emergency Dept, GS-610-9: Incumbent provides nursing care that requires the full range of professional nursing proficiency in emergency care. This includes assessing the needs of patients with a wide variety of conditions, administering medications, operating special equipment, and responding appropriately to emergency situations. The incumbent must recognize and respond appropriately to patient conditions that deviate from normal and identify, analyze and report on causative factors and reactions.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.
Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.
Work experience manages complex patient care situations involving multiple IV lines, hemodynamic monitoring equipment, abdominal drains, and ventilator equipment

Clinical Nurse, Float Pool, GS-610-10: The position is located in the Central Nursing Office. The work is performed in any are of the Phoenix Service Unit where nursing services are provided. The incumbent is licensed professional nurse responsible for assessing patient/unit needs; development, implementation, and evaluation of a patient plan of care, administration of therapeutic measures; teaching and counseling of patients, families and staff; and participating in the development of nursing policies and procedures and quality assessment and improvement activities.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.
Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.
Work experience managing multi-disciplinary health care.

Clinical Nurse, Operating Room GS-610-9/Nurse Specialist, Operating Room GS-610-10: Incumbent serves as an operating room nurse performing professional nursing duties for the care of patients undergoing a variety of surgical operations including: general surgery, eye, ear, nose and throat; orthopedic, plastic and reconstructive; obstetrical and gynecological; thoracic, vascular and genitourinary surgical intervention.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.
Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.
Work experience assisting with operating room surgical operations.

Nurse Anesthetist, GS-610-9/11/12/13: Incumbent serves as a Nurse Anesthetist providing services for patients under going a wide variety of surgical operations. Participates in the pre-operative assessment of the surgical patient by reviewing the clinical chart and interviewing the patient in order to ascertain the physical status, and recommend the specific type of anesthesia. Administration of general anesthesia to induce the patient to the proper state of narcosis. Manages patient condition throughout surgery, which involves interpreting and utilizing data from a variety of monitoring devices and determining the need for applying appropriate supportive therapy. Manages the post-anesthesia care of patients by reviewing clinical chart; conducting interviews to determine presence or absence of complications; and assuring continuity of care from surgery to recovery room. Maintains medical records and reports on assigned surgical patients. Participates in the selection, inventory; ordering, cleaning, and maintenance of

equipment and supplies necessary for anesthesia services. Maintains professional knowledge and proficiency in nursing through continuing education, staff meetings and workshops.

Examples of Specialized Experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.
Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.
Work experience as a Nurse Anesthetist and anesthesia care of patients.

Nurse Midwife, GS-610-11/12: The incumbent provides independent care to women and babies that regularly involve high risk/problem cases on a co-management basis with the physician/obstetrician. These high-risk cases involve complications such as diabetes, pre-eclampsia, hypertension, anemia, infection, cardiac problems, arrested progress of labor, hemorrhaging, etc. Manages the medical and nursing care of patients in the antepartum period, during labor and delivery and during the postpartum period (clinic and inpatient). Management is defined as “evaluating the patient to determine needs, providing direct care to patients, and/or ensuring that the plan of care is carried out through others.” Other duties include planning and participating in teaching in educational programs for patients, families, para-professional/professional health care workers. Also, collaborates in determining and making recommendations for broad program goals and objective for maternal-child health care in Indian Health Service.

Examples of Specialized experience: Work experience reflecting a knowledge of current nursing principles, practices, procedures, standards of care required to provide nursing care.
Work experience reflecting a knowledge of hospital policy and procedures relating to patient care.
Work experience as a Midwife involving complicated and high-risk obstetrician cases.

WHO MAY APPLY: Federal employment status is not required. U.S. citizenship is required.

- Excepted Service Examining Plan Candidates (ESEP) – Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS, under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible, and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc).
- Veteran’s Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
- USPHS Commissioned Corps. Officer-Current active or inactive Commissioned Officers may apply.
- Vacancies may be filled through Office of Personnel Management’s delegated Direct Hire Authority (D.H.A). The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing D.H.A., the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The “rule of three”, Veteran’s preference and traditional rating and ranking of applicants do not apply to the Direct Hire process. Indian Preference does apply.

Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP, or both. If not indicated, they will be considered under the MPP.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would impose undue hardship on the Indian Health Service.

CONDITIONS OF EMPLOYMENT:

1. Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
2. Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.

3. Selectee(s) are required to complete a “Declaration of Federal Employment – Optional Form 306” to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
4. Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
6. Some service units operate under extended service hours 7 days per week.

QUALIFICATION REQUIREMENTS:

Basic Requirement: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

Grade	EDUCATION**	AND/OR	EXPERIENCE
GS-05	Completion of a program of less than 30 months' duration or associate degree	AND	1 year of professional nursing, or of a least GS-4 level practical nurse or nursing assistant experience under the supervision of a professional nurse
	OR Completion of a program of at least 30 months' duration or 4 academic years above high school or bachelor's degree.		None
GS-07	Completion of a Professional Nursing Program	OR	1 year of experience equivalent to at least the GS-5 level
GS-09	2 full years of progressively higher level graduate education or a master's degree	OR	1 year of experience equivalent to a least the GS-7 level.
GS-10	2 full years of progressively higher level graduate education or a master's degree.	OR	1 year of experience equivalent to at least the GS-9 level
GS-11	Completion of all requirements for a doctoral degree (Ph. D. or equivalent) or 3 full years of progressively higher level graduate education.	OR	1 year of experience equivalent to at least the GS-9 level.
GS-12 and above	None	OR	1 year of experience equivalent to at least the next lower grade level.

****Transcripts must be provided if you substitute education for experience.**

Licensure: Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. An applicant who has graduated from an approved nursing educational program within the past 12 months may be appointed pending State registration as a professional nurse within 6 months of appointment. No person appointed pending registration may be retained beyond 6 months, or promoted, if registration has not been attained.

Evaluation of Education: At the GS-5 level, successfully completed undergraduate course work in nursing; the behavioral, physical, or biological sciences related to nursing; nutrition; public health; and maternal and child health in excess of that required for completion of an associate degree may be substituted for professional nursing experience at the rate of 1 academic year for 9 months of experience. Applicants for Community Health Nurse positions at GS-5 and above must have graduated from a baccalaureate or higher degree nursing program.

Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to the requirements of the position to be filled. Applicants for nurse anesthetist positions at GS-9 and above must have graduated from a course of study for nurses in anesthesia of at least 18 month's duration that was accredited by the American Association of Nurse Anesthetists for the year of their graduation. Applicants for nurse midwife positions must have completed an organized program of study and clinical experience recognized by the American College of Nurse Midwives.

Evaluation of Experience: Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. At GS-9 and above, many positions require experience in a specialty area of nursing

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and/or directly related education.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Examples of Specialized Experience are given under job descriptions, for each specialty area.

SELECTIVE PLACEMENT FACTOR (SPF): In addition to the minimum qualification requirements, the following Selective Placement Factor(s) MUST be addressed on a separate sheet of paper. (See attached Selective Placement Factor sheet.)

SPF for Nurse Anesthetists, GS-610-09/11/12/13: Must possess Certification as Nurse Anesthetist Association of Nurse Anesthetist

SPF for Nurse Midwife, GS-610-11/12: Must possess Certification as a Nurse Midwife by the American College of Nurse Midwives.

SPF for Nurse Specialist Operating Room, GS-610-10: Ability to administer procedural sedation

TIME IN GRADE: Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

LEGAL AND REGULATORY REQUIRMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

METHODS OF EVALUATION: Evaluation is made on the basis of appropriate education, experience, performance appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills, and Abilities (KSA's)

KNOWLEDGE, SKILLS, AND ABILITIES (KSA): On a separate sheet of paper, discuss how you performed (or have potential to develop) the particular knowledge, skill, or abilities listed below. (Failure to submit written responses as part of your application may result in an ineligible rating.)

KSA's for GS-610-05/07:

1. **Ability to provide professional nursing care to patients.** Nurses must be able to use all phases of the nursing process to care for patients and to make nursing judgments based on data such as collecting assessment data, planning, implementing and evaluating patient care. What in your background shows you possess this ability? What was the duration of these activities? Who can verify this information? (Please provide a telephone number.)
2. **Ability to work with specialized equipment.** Nurses must be able to operate and utilize specialized equipment in the collection of patient data and make nursing judgments based on chart data such as, monitor/defibrillator, fetal monitor, monitor equipment, IV infusion devices, ventilators, suction devices, respiratory equipment, swan-ganz, computers, etc. What in your background shows that you possess this ability? What was the duration of these activities? Who can verify this information? (Please provide a telephone number.)

KSA's for GS-610-09/10:

1. **Ability to provide professional nursing care to patients.** Nurses must be able to use all phases of the nursing process to care for patients and to make nursing judgments based on data such as collecting assessment data, planning, implementing and evaluating patient care. What in your background shows you possess this ability? What was the duration of these activities? Who can verify this information? (Please provide a telephone number.)

2. **Ability to teach.** Nurses must be able to convey complex health information in a variety of settings such as, one to one; family conferences; peer education; and interdisciplinary clinical settings. What in your background shows that you possess this ability? What was the duration of these activities? Who can verify this information? (Please provide a telephone number.)
 3. **Ability to work with specialized equipment.** Nurses must be able to operate and utilize specialized equipment in the collection of patient data and make nursing judgments based on chart data such as, monitor/defibrillator, fetal monitor, monitor equipment, IV infusion devices, ventilators, suction devices, respiratory equipment, swan-ganz, computers, etc. What in your background shows that you possess this ability? What was the duration of these activities? Who can verify this information? (Please provide a telephone number.)
 4. **Ability to provide leadership on the nursing unit.** Nurses must be able to direct the activities of others, such as, making patient care assignments, access the unit and establishing priorities, serving as charge nurse, serving as preceptor for orientation, providing technical expertise and guidelines. What in your background shows that you possess this ability? What was the duration of these activities? Who can verify this information? (Please provide telephone number.)
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HOW TO APPLY/REQUIRED FORMS:

- 1) Applicants may use one of the following to apply:
 - (01) OF-612 Optional Application for Federal Employment **OR**
 - (02) Resume (see requirements in **Attachment A**).
- 2) If claiming Indian Preference, BIA 4432 "Verification of Indian Preference for Employment in BIA and IHS".
- 3) If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
- 4) Copy of latest Personnel Action (SF-50), if a current or former employee, and/or if requesting Reinstatement Eligibility.
- 5) Copy of the most recent performance appraisal, if a current Federal employee.
- 6) Copies of college transcripts. Education will not be given credit without them. To claim credit or if you are substituting education for experience, you are required to provide evidence of the education by providing a copy of your official transcripts. No credit will be given without your transcripts.
- 7) Copy of current unrestricted Medical License, if applicable.
- 8) Addendum to Declaration for Federal Employment (OF 306) form (Child Care & Indian Child Care Worker Positions - PL 101-630 Questionnaire)
- 9) Completed Selective Service Registration Form
- 10) Written Responses to the Knowledge, Skills, and Abilities (KSA) *see vacancy announcement* (OPTIONAL ~ failure to submit may result in an ineligible rating or substantially lower score).
- 11) If applicable, written responses to the Selective Placement Factor. In order to be considered you are required to provide a written narrative for each selective placement factor. *see vacancy announcement*
- 12) If applicable, Commissioned Corps Officer:
 - (01) Latest COER and
 - (02) Current Billet Description and
 - (03) BIA FORM 4432 if claiming Indian Preference.

Application and required forms identified by this announcement number must be submitted to the address below:

**ATTN: (PM-06-002-OCA)
Office of Human Resources
Phoenix Indian Medical Center
1616 E. Indian School Rd, Suite 360E
Phoenix, AZ 85016**

Phone: (602) 248-4180
Fax: (602) 248-4182

Faxed applications will be accepted up to 11:59 pm, Arizona Time, on the closing date of this announcement. Mailed or hand carried applications must be received by 4:30 pm on the closing date of this announcement. It is your responsibility to assure that your application package is complete.

All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job openings can be obtained at www.opm.gov, or at USAJOBS www.usajobs.opm.gov or check the IHS Website at www.ihs.gov. All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS).

Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filing additional or similar positions.

Human Resource Specialist: Call 602-248-4180 to contact a Human Resources Specialist Date: 9/15/2006

ATTACHMENT A

HOW TO APPLY:

Choose one of the following forms to apply for this job. Please submit one application or resume for each different job.			
Optional Application for Federal Employment (form number OF-612)	Application for Federal Employment (form number SF-171)	Resume or Other written application format	
<p>***If your resume or application does not provide all the information we request, you may lose consideration for a job. Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.</p> <p>Your resume or other application format MUST contain the following information and those cited in the How To Apply/Required Forms section in the Vacancy Announcement:</p>			
<p>JOB INFORMATION</p> <p><input type="checkbox"/> Announcement number, title, and grade(s) of the job for which you are applying</p>			
<p>PERSONAL INFORMATION</p>			
<p><input type="checkbox"/> Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),</p> <p><input type="checkbox"/> Social Security Number</p> <p><input type="checkbox"/> Country of citizenship</p>			
<p>EDUCATION</p> <p><input type="checkbox"/> High School (name, city, and state) and date of diploma or GED</p> <p><input type="checkbox"/> College and/or universities (name, city, and state, major, type and year of degrees received)</p> <p><input type="checkbox"/> Copies of college transcripts. (if required in vacancy announcement)</p>			
<p>WORK EXPERIENCE</p>			
<p>Give the following for you're paid and non-paid work experience related to the job for which you are applying:</p> <p><input type="checkbox"/> Job title (if Federal, please indicate series and grade)</p> <p><input type="checkbox"/> Duties and accomplishments</p> <p><input type="checkbox"/> Employer's name and address</p> <p><input type="checkbox"/> Supervisor's name and phone number</p> <p><input type="checkbox"/> Starting and ending dates (month and year)</p> <p><input type="checkbox"/> Hours per week</p> <p><input type="checkbox"/> Salary</p> <p><input type="checkbox"/> Indicate if we may contact your current supervisor</p>			
<p>OTHER QUALIFICATIONS</p> <p><i>Give dates but do not send documents unless requested in the vacancy announcement:</i></p> <p><input type="checkbox"/> Job related training courses (title and year)</p> <p><input type="checkbox"/> Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed</p> <p><input type="checkbox"/> Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)</p> <p><input type="checkbox"/> Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.</p> <p><input type="checkbox"/> Addendum to Declaration for Federal Employment (OF 306) form (Child Care & Indian Child Care Worker Positions) http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/child_protection_2004.doc</p> <p><input type="checkbox"/> KSA Ranking Factors (see vacancy announcement)</p> <p><input type="checkbox"/> If applicable-Selective Placement Factor must be addressed separately (see vacancy announcement)</p>			
<p>Submit the following documents along with your chosen application format if you are in one of the following categories:</p>			
COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE (current, former or displaced)
-- Current Billet description -- Most recent "Commissioned Officers Effectiveness Report"	-- Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form 4432 -- Current IHS Phoenix Area employees may state that proof of Indian preference is on file in the Official Personnel Folder <p style="text-align: center;"><i>Preference will not be given unless a copy of the 4432 is attached to the application.</i></p>	-- Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran Preference, Form SF-15 -- To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. <p style="text-align: center;"><i>Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i></p>	-- Notification of Personnel Action, SF-50. -- Most recent performance rating (optional) <p style="text-align: center;"><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</i></p>

HOW TO APPLY (continued):

Veteran's Preference: Veterans who are preference eligible candidates or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, may apply.

Commissioned Corps Officers: PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by Indian Health Manual, Part 7, Chapter 3, **and all other documents specified in this announcement including KSA's, transcripts, registration, etc.**

ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you **MUST** also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you **MUST** also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you **MUST** also meet **ALL** of the following:
 - a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy **MUST** be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 - b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
 - c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application **MUST** include **ALL** documents that support your claim of eligibility for priority consideration - RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
 - e) Be rated “well-qualified” for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA, i.e. competencies) to satisfactorily perform the duties of the position upon entry. Under IHS merit promotion procedures, to be determined “best-qualified” employees will be rated and ranked against established competencies unique to the position. The standard cutoff score of 85 will be used.